

3 APR 1974

MEMORANDUM FOR: Acting Chief, Plans, Programs Branch

ATTENTION : Mr. [REDACTED]

STATINTL

SUBJECT : OS Monthly Report

1. Attached are the Security Records Division (SRD) Work Measurement Statistics and the detailed SRD Statistical Report through March 1974.

2. Examination of these statistics shows a small decrease in Case Processing, Filing and Communications activities where as Case Analysis activities show a slight increase. This probably reflects a trend to a declining case load in these traditional areas of SRD work. The increase in Computer Support and Compartmented Information activities however appear to indicate a real increase in work load over Fiscal Year 1973.

3. The notable statistic in the detailed report is the number of files microfiched, 3440. This is a considerable increase over past months and reflects that the Microfiche and Retirement Branch has now completed the switchover from microfiching retired files pulled back from the Records Center to microfiching files directly off the active shelves. Continuation of this level of activity by the Microfiche and Retirement Branch will result in a net decrease in active file holdings by this Division.

[REDACTED]

STATINTL

Chief,
Security Records Division

Attachment

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Monthly Report

FROM

EXTENSION

NO.

25X1A

DATE

3 APR 1974

7338

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Act. Chief, PPB
Attn: Mr. [REDACTED]

25X1A

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